



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MAINTENANCE REPAIR AID IV	26	H	9.481
MAINTENANCE REPAIR AID III	23	H	9.482
MAINTENANCE REPAIR AID II	22	H	9.483
MAINTENANCE REPAIR AID I	20	H	9.484

SERIES CONCEPT

Incumbents in this class series perform manual labor, unskilled work and limited semi-skilled work to assist with facility operations and maintenance.

Delivers and moves furniture, fixtures, equipment and exhibit items when offices are relocated or as requested by agency staff. This includes loading items manually or by utilizing handtrucks and forklifts; operating delivery vehicles; unloading items; uncrating and arranging the items in accordance with instructions from agency staff.

Delivers, and sets up tables, chairs, and equipment for meetings and special events. Furniture and equipment is arranged in accordance with instructions or a diagram provided by the organizers and inventoried and returned to storage after the conclusion of the function.

Performs minor building and equipment maintenance such as changing filters; lubricating motors and fans; inspecting fire extinguishers and alarms for proper operation; and replacing lamps. May assist skilled trades workers by performing general labor or simple tasks.

May provide assistance to ground service personnel by performing activities such as mowing turf; removing snow; hauling dirt and debris.

CLASS CONCEPTS

MAINTENANCE REPAIR AID IV

Under general supervision of a grounds supervisor or facility supervisor incumbents have agency-wide responsibility for coordinating and scheduling moves, deliveries, and the assignment of furniture for events with the staff of a major agency; provide line supervision to a crew comprised of three or more lower level Maintenance Repair Aids; and perform the duties described in the class concept for Maintenance Repair Aid III.

Incumbents in this class are distinguished from the Maintenance Repair Aid III by their responsibilities for coordinating and scheduling moves and deliveries on an agency-wide basis and providing line supervision to a regularly assigned crew of Maintenance Repair Aids. Line supervision includes hiring, work assignments, work review, initiating disciplinary action, and evaluating performance. Personal contacts involve a variety of agency staff and vendors for the purpose of coordinating schedules and acquiring needed materials.

This is the supervisory class in the series.

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CLASS CONCEPTS (cont.)

MAINTENANCE REPAIR AID III

Under general supervision, incumbents perform the range of duties described in the series concept; operate a variety of light equipment such as five ton trucks, front-end loaders, dump trucks, and riding mowers; assemble furniture and equipment, build bookshelves and assist skilled trades workers by performing basic tasks such as unclogging drains. Incumbents may provide lead work supervision to students and other Maintenance Repair Aids and may be responsible for coordinating and scheduling moves and deliveries.

This is the advanced journey level class in the series.

MAINTENANCE REPAIR AID II

Under limited supervision incumbents perform the range of duties described in the series concept.

Expectations are clear and assignments are typically routine and require incumbents to follow basic instructions and established schedules and procedures.

Work is reviewed to the extent necessary to keep the supervisor aware of progress. Personal contacts typically involve an exchange of information between co-workers and individuals in the area where work assignments are being performed.

This is the journey level class in the series.

MAINTENANCE REPAIR AID I

Under close supervision, incumbents assigned to this class receive training in the duties outlined in the series concept in preparation for progression to Maintenance Repair Aid II.

This is the entry level class in the series.

MINIMUM QUALIFICATIONS

MAINTENANCE REPAIR AID IV

EDUCATION AND EXPERIENCE

I

Two years of experience performing unskilled/semi-skilled work which involved coordinating work or providing lead supervision equivalent to a Maintenance Repair Aid III in Nevada State service; OR

II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

LICENSE: Must possess a valid Nevada driver's license at the time of appointment.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of state personnel policies and regulations.

Ability to train and supervise staff including assigning and reviewing work, establishing work schedules and priorities, and completing performance appraisals.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicant will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of agency policies and procedures regarding inter-departmental requests and work unit operations.

Ability to coordinate agency-wide deliveries and moves by determining the time, personnel, equipment and materials required. Ability to set work unit priorities which reflect the relative importance of agency needs.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

MAINTENANCE REPAIR AID III

EDUCATION AND EXPERIENCE:

I

One year of experience performing manual labor, unskilled work, and limited semi-skilled work equivalent to a Maintenance Repair Aid II in Nevada State service; OR

II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

LICENSE: Must possess a valid Nevada driver's license at the time of appointment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Ability to provide training, work assignment and work review to other maintenance staff. Ability to adapt procedures or sequence of actions to accommodate unusual circumstances.

Skill in the assembly and disassembly of equipment and furniture. Skill in performing a limited scope of semi-skilled general maintenance and repair work.

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to maintain records of furniture and equipment . Ability to prioritize assignments to complete work in a timely manner.

Skill in operating light equipment used for deliveries and grounds service activities. Skill in using basic hand tools and equipment.

In addition, all other knowledge, skills and abilities required at the lower levels of the series.

MAINTENANCE REPAIR AID II

EDUCATION AND EXPERIENCE:

I

Six months of unskilled labor or maintenance experience; OR

II

Six months of experience as a Maintenance Repair Aid I in Nevada State service.

LICENSE: A valid Nevada driver's license may be required for some positions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the agency/work unit to which assigned. Working knowledge of routine service requirements for equipment.

Ability to inspect safety equipment and determine if it is functioning. Ability to work independently and follow through on assignments with minimal direction.

Skill in performing minor maintenance and repair tasks.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of safety procedures and proper lifting techniques.

Skill in safely lifting and moving heavy objects.

In addition, all other knowledge, skills and abilities required at the lower level of the series.

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MINIMUM QUALIFICATIONS (cont.)

MAINTENANCE REPAIR AID I

EDUCATION AND EXPERIENCE:

Courses at the high school level and/or work experience which provided the applicant with the ability to read and write and follow written and oral instructions.

NOTE: This class provides for semi-automatic progression in six months to Maintenance Repair Aid II provided: 1) The employee meets the minimum qualifications for the class, 2) has a standard or above performance evaluation, and 3) has the recommendation of the appointing authority.

LICENSE: A valid Nevada driver's license may be required for some positions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of routine service requirements for equipment.

Ability to perform routine maintenance tasks. Ability to establish and maintain effective working relationships with co-workers and agency staff.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to read sufficient to read work orders and equipment service and operation manuals. Ability to write sufficient to document items that require service or repair. Ability to understand and follow oral and written instructions. Ability to communicate effectively with co-workers and general staff. Ability to add and subtract. Ability to perform manual labor.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.481</u> 7/1/91P 11/29/90PC	<u>9.482</u> 7/1/91P 11/29/90PC	<u>9.483</u> 7/1/91P 11/29/90PC	<u>9.484</u> 7/1/91P 11/29/90PC
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